



Using your USDA eAuthentication account to sign on to FNS PartnerWeb

PartnerWeb can use your USDA eAuthentication account to provide access in the same manner as the native account method. You simply have to “connect” the two accounts together the first time you use eAuthentication.

And yes, there really are *two accounts*. Both accounts are connected to one user profile. The profile contains your information (email, name, phone..). But account each has its own password and security permissions.

The native account gets connected automatically when your profile is created (Coordinators create these for you). This is the email that you receive when your account is created, and also whenever you use the “forgot your password” link on the PartnerWeb home page.

The eAuth account cannot be connected automatically. Since most who choose eAuth as their signon method already have eAuth accounts, PartnerWeb has no way to know what this existing account is before you connect it to your PartnerWeb User Profile.

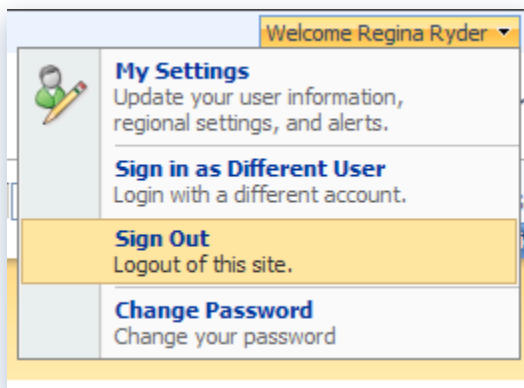
Here are the steps for making that initial connection between your profile in PartnerWeb and your eAuthentication account.

Please follow these steps to log on using e-Auth:

1. Log in to PartnerWeb one time, then log out:

<http://www.PartnerWeb.usda.gov>

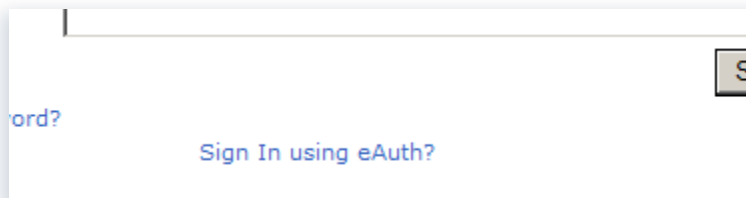
You can sign out any time from Partnerweb by using the “sign out” menu option in the top-right of any web page in PartnerWeb:



This finishes setting up your native account and profile within PartnerWeb.

2. Return to the PartnerWeb Login screen, using the link in step 1. If you signed out using step 1, you should already be on this page.

3. Now Click the ["Sign In using e-Auth?"](#) link, just below the normal login boxes:



4. You are now brought to the USDA eAuthentication sign on page.
5. Use your e-Auth credentials to log on.
6. Upon successful logon using e-Auth, you will be returned back to the PartnerWeb logon page.
7. ONE LAST TIME, logon with your **PartnerWeb native account id and password** (the one you got in your email)
8. Congratulations! You now have eAuth access to PartnerWeb.

Please remember the following as you use PartnerWeb with eAuth:

- If you need help with this process, please contact [PartnerWeb Customer Support](#), and provide your phone number and account info.
- You still have two accounts, one native and one eAuth. Whenever you click the *"forgot password"* link on PartnerWeb's login screen, you are going to the NATIVE account support area. To get support (passwords, account locks) about your eAuthentication account, you must go to the USDA eAuthentication support site.
<http://www.eauth.egov.usda.gov/>
- Two accounts means two security profiles. While we encourage our site managers to be mindful and add both of your accounts to their sites, they may occasionally miss this step. If you believe you should have access to a site but are not seeing it, try logging into PartnerWeb with your native account. If you can see it there, then you should let your site manager know that your eAuth account needs to be hooked up.
- You CAN switch back and forth, logging on via both eAuth and native PartnerWeb, but we strongly encourage you to choose one, then stick with it. This makes it easier both for you to see your authored content, and to the site managers/coordinators, when you need their support.
- Note to Site Managers: If you need help at any time to provide this support, please contact [PartnerWeb Customer Support](#)

August 15, 2011